



Application for a premises licence to be granted  
under the Licensing Act 2003

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We **Wallacespace Limited**

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description			
18 Clerkenwell Green			
London			
Post town	Islington	Postcode	EC1R 0DP

Telephone number at premises (if any)	02073951265
Non-domestic rateable value of premises	£35,750 £370K for the whole building

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals \* please complete section (A)
- b) a person other than an individual \*
- i. as a limited company  please complete section (B)
- ii. as a partnership  please complete section (B)
- iii. as an unincorporated association or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a  
 statutory function or   
 a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name Wallacespace Limited
Address  Salatin House 19 Cedar Road Sutton Surrey SM2 5DA
Registered number (where applicable)  02792054
Description of applicant (for example, partnership, company, unincorporated association etc.)  Private Limited Company
Telephone number (if any) 0207 395 1735
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

The premises provide a comfortable, accessible forum where business clients can book a day or part of a day to hold conferences, meetings, seminars, networking sessions for their own clients and thus build their business. The premises are comprised of the following areas:

Basement – this will not be part of the licensed area.

Ground floor - The entrance to the building and the reception area is on this level. Also on this floor there is the kitchen, food service counter, soft drinks, an area where clients can help themselves to tea and coffee and table and chairs which provide seating for 110 people.

First floor – has 5 meeting rooms and a central break out area

Second floor – has 4 meeting rooms and a central break out area

Third floor – has 5 meeting rooms and a central break out area

Fourth floor – this area is referred to by the applicant as “the Penthouse” and has 2 large meeting spaces/rooms with a small balcony at the front and back of the premises.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)

- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Wed			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			



**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Tue					
			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Tue					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</b>			<b>Please give a description of the type of entertainment you will be providing</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)</u></b>	<b>Indoors</b>	<input type="checkbox"/>
<b>Mon</b>				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Tue</b>			<b><u>Please give further details here (please read guidance note 3)</u></b>		
<b>Wed</b>					
<b>Thur</b>			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</u></b>		
<b>Fri</b>					
<b>Sat</b>			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)</u></b>		
<b>Sun</b>					

**I**

<b>Late night refreshment Standard days and timings (please read guidance note 6)</b>			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>		
Mon					
Tue					
			<b>State any seasonal variations for the provision of late night refreshment (please read guidance note 4)</b>		
Wed					
Thur					
			<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)</b>		
Fri					
Sat					
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)					
Mon	17.00	22.30						
Tue	17.00	22.30						
Wed	17.00	22.30						
Thur	17.00	22.30				<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	17.00	22.30						
Sat	17.00	22.30						
Sun	17.00	22.30						

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:**

<b>Name</b> James Perry	
<b>Address</b> [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> [REDACTED]	
<b>Issuing licensing authority (if known)</b> [REDACTED]	

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).**

Not Applicable

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon	08:00	23:00	
Tue	08:00	23:00	
Wed	08:00	23:00	
Thur	08:00	23:00	
Fri	08:00	23:00	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)</p> <p>Please note that our normal working hours are 08:00 hours to 19:00 hours. We will only open late if there is an event where for example our customers wish to hold a networking function.</p>
Sat	16:00	23:00	
Sun	16:00	23:00	



**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)**

1. We will adopt very high standards of management in our business. There are strong management and security procedures in place which encompass the four licensing objectives as below. The applicant's business is such that only the highest standards in terms of the provision of service, cleanliness, safety and ambiance of the premises and its surrounding area will encourage clients to book its rooms. Maintaining such high standards and making regular risk assessments is crucially important for the applicant.
2. Admission to the venue is only given to those attending a meeting for which a prior booking has been made. Therefore all persons attending at any of the functions will be invited guests of the Applicant's clients only.
3. Staff is trained as appropriate in respect of relevant licensing law, the implementation of licence conditions, health safety, first aid, alcohol and drug awareness and conflict management.
4. The consumption of alcohol will be restricted to those parts of the premises identified on the plan submitted with the operating schedule and approved by the Licensing Authority.
5. A summary of the Premises Licence will be clearly displayed at the public entrance to the premises.
7. The applicants will ensure that the premises are responsibly managed and supervised at all times to ensure that appropriate steps are taken to promote the four licensing objectives.
8. The applicant has another similar venue and has run this since April 2011 and is able to confirm that it has never experienced any problems. As a result of operating this other venue and another for which an application for a premises licence has not been made, the applicant has very comprehensive knowledge of managing such premises and what is required by it in terms of its obligations to observe the four licensing objectives. The applicant considers the interests of its customers and of the public as being of primary importance. The applicant's experience is such that it is confident that it can operate its business at these premises in a way which will be fully compliant with the requirements of the Licensing Act 2003 and observe its responsibilities there under.
9. The premises have recently undergone a complete refurbishment and now provide a very pleasant, comfortable venue for business clients who wish to use the premises for promoting their businesses.
10. Any alcohol served will be for the purposes of a client's business event and will usually be served with a meal, canapés or buffet as required by the client. The business of the applicant at the premises is not alcohol led and alcohol is only to be provided as part of a service to its clients for the promotion of the client's business, e.g. networking.

11. The kitchen offers good, wholesome food to ensure that customers always have healthy options

12. Observing and promoting all licensing objectives and to ensure that there is no negative impact on local residents is of paramount importance to the applicant. To this end the applicant is anxious to promote and support any of the Licensing Authority's best practice schemes and will liaise with the Authority to confirm that it is willing to participate in any current scheme which the Authority has to promote best standards in relation to licensed premises such as the Best Bar None Award, adopting the Licensees' Charter and any neighbourhood watch scheme.

13. There will be no carrying out, arranging or participation in any irresponsible promotions in relation to the premises

14. Free drinking water will be available at all times that the premises are open.

15. The applicant believes that the venue will provide a much needed services to local businesses allowing them to promote their businesses, provide learning courses, meeting rooms and facilities for local businesses to network with their clients. This will also benefit the community.

16. The hours requested have been deliberately kept down to ensure that we focus on our main work which is to provide a space for clients with the option, if they wish, of further promoting their businesses by allowing some time for clients to be able to network with their customers after a meeting with some finger food and a glass of wine. The provision of alcohol will be secondary only.

17. The applicant is aware that the premises is located in an area of cumulative impact but believes that the community that it will be benefitting and the business that it will be running will not give rise to concern to the authorities and local residents and businesses. We are confident that our application will not add to current cumulative impact or adversely affect the promotion by the Council of the licensing objectives – it has a select type of client who will be using its premises and for the specific purpose of meetings to educate clients and to promote their own businesses. The premises will not be open to the public generally. The applicant has a good history of compliance and management and the proposed hours of operation are minimal. Its clients will all be professional people and the numbers will only ever be such that can be comfortably seated in its meeting rooms.

18. The premises have recently been completely refurbished to a high standard providing a modern office space offering an inviting, safe and comfortable venue for customers to use as meeting rooms and have the facility of providing food and drink from the kitchen.

19. The applicant aims to be able to represent its premises as one of the best examples of good practice in terms of its promotion of the values set out under current licensing laws.

20. The applicant will do everything reasonably possible to ensure that the premises provides a safe venue for client meetings with no risk of having an adverse effect on the area in terms of crime, disorder or public nuisance. In this regard it will keep regular contact with the authorities to check whether any improvements can be made.

**b) The prevention of crime and disorder**

1. The applicant will ensure that a log is kept of all persons entering the premises.
2. A Closed circuit television cameras (CCTV) system has been installed
3. All cameras and recording equipment will be installed and maintained in accordance with the manufacturers instructions and will be fully operational when the premises are open to the public.
4. The medium upon which images are recorded, will be clearly identifiable, stored securely, retained for a period of not less than 31 days and be made available to Council and Police Officers on request.
5. The applicant is aware of its alcohol and social responsibility and will not be offering any promotions that encourage illegal, irresponsible or immoderate consumption.
6. Any incidents of crime and disorder will be logged and recorded in an incident log book.
7. A burglar alarm is installed.
8. CCTV operates and is maintained in agreement with the Police. The system will enable frontal identification of every person entering the premises. The system shall record in real time and operate whilst the premises are open for licensable activities. The recordings shall be kept available for a minimum of 31 days. Recordings shall be made available to an Authorised Officer or a Police Officer (subject to The Data Protection Act 1998) within 24 hours of any request. \*\*
9. Toilets are regularly checked 2 hourly daily and log kept of the times/dates they are visited.
10. The premises operate the current local authority or similar "proof of age" scheme and display the relevant literature. Individuals who appear to be under 18 years of age will be asked to produce identification bearing their photograph and date of birth details before being served alcohol
11. The Designated Premises Supervisor and staff will at all times remain aware of their responsibilities for the prevention of crime and disorder on the premises and demonstrate a responsible attitude to the supply of alcohol.
12. Staff are aware and the designated premises supervisor will ensure that:
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:-
    - (i) bottled beer or cider
    - (ii) wine in a glass: 125 ml and 175 ml
  - (b) Customers are made aware of the availability of these measures.
13. The degree of staff supervision and control as mentioned in (a) above and the provision of

up to a "winding down" period between the end of any regulated entertainment and the premises closing should go to ensuring that "prevention of crime and disorder" objective is promoted.

14. The applicant will ensure that measures are in place to ensure that their customers do not contribute to problems of anti-social drinking in the street

15. It is in the nature of the applicants business that any alcoholic drink will only be served on the premises and will never be consumed outside the premises at any time.

**c) Public safety**

1. The applicant is a responsible employer and understands its obligations under existing Health and Safety legislation. It takes its responsibilities seriously and has extensive policies in place to meet these obligations.

2. Public safety is of utmost importance to the applicant and all due diligence is given to this obligation.

3. There is an incident reporting system in place.

4. All exit doors will be maintained to ensure easy egress from the premises if required.

5. All furniture/soft furnishings comply with the relevant fire safety standards.

6. A fire detection and warning system is in place along with fire extinguishers.

7. An emergency lighting system is in place.

8. Safety signs and notices are in place.

9. Free drinking water is available to all customers in Bars and Pubs.

10. Floor staff conduct regular checks to remove hazardous objects/waste.

11. The premises are very conveniently located in terms of transport and staff can provide the number of an allocated taxi firm as and when required.

12. The Designated Premises Supervisor and all staff are aware of their responsibilities to themselves, staff and customers in respect of public safety and will continue to take all reasonable steps to ensure the maintenance of all fire and other safety arrangements (including evacuation procedures) and equipment in accordance with the requirements of current installations, as marked on the plan submitted with this application.

13. We will at all times be guided by the fire safety Authority and implement any of its requirements in order to ensure that the premises meet current safety standards

14. An adequate supply of first aid equipment and materials will be available at the premises at all times

**d) The prevention of public nuisance**

- 1. All reasonable steps are taken to recognise the rights of local residents and to encourage customers to leave the premises quietly.**
- 2. Clear notices will be displayed around the premises asking customers to leave the premise quietly.**
- 3. Any external smoking area will be cleared of customers before the end of licensing hours**
- 4. The hours applied for are such that the applicant is confident that there will be no breach of this obligation and that it will be able to maintain strict control in regards to the behaviour of its customers.**
- 5. Managers are required to liaise with local neighbours as part of their duties and resolve any reasonable concerns in accordance with our Role in Community guidelines.**
- 6. Staff are always at hand to assist clients and to monitor any possible problems, although this is highly unlikely, that could possibly give cause to any nuisance.**
- 7. Deliveries are conducted during daytime to control noise nuisance.**
- 8. In conjunction with steps proposed for the prevention of crime and disorder objective, the Designated Premises Supervisor and other staff will at all times remain aware of their responsibilities in respect of the obligation to ensure the prevention of public nuisance in and around the premises.**
- 9. Service of alcohol will cease 30 minutes before the premises close providing a "wind-down" period and staff will ensure that it does everything it possibly can to ensure that everyone leaves the premises quietly with due respect to the amenity of local residents.**
- 10. Management will use the installed CCTV system to monitor behaviour.**
- 11. The applicant does not expect any problems to arise in respect of this objective in view of the nature of its customers. It is expected that many people using the services that the applicant provides will become regular customers and therefore become well known to staff – this will further enable management to monitor all activity.**
- 12. A telephone number for the premises will be made available for local residents who have any concerns.**
- 13. The applicant will ensure that it takes all necessary precautions and takes every step that it feels necessary (including taking advice from the police or any other authority) to do fulfil its obligation to promote this objective.**
- 14. The applicant is committed to ensuring that the area in which the premises is situated is kept clean and tidy and will ensure that it plays its part in assisting the Council by clearing any litter outside the premises. There should not be any litter emanating from its own premises as all food and drink will be served and consumed on the premises and nothing will be taken outside.**
- 15. Refuse from the premises such as bottles will be placed in receptacles outside the**

premises at times that will minimise the disturbance to nearby properties.

16. Our customers will not be drinking in public.

17. The contact telephone number for the premises will be displayed so that it is clearly visible outside the premises.

18. We hope and will aim to be a business which can set an example of good practice in the area.

**c) The protection of children from harm**

1. Whilst it is not anticipated that there will ever be children at the premises, we recognise the importance of protecting children from harm and this is supported by:-

- our commitment to health and safety in the operation and maintenance of the premises.
- our approach to managing the risk of under-age drinking.

2. We will implement measures to Challenge 25

3. We will at all times observe the law and ensure that alcohol is not served to people who are under 18 years of age. The manager and staff are briefed in the importance of their responsibilities in ensuring customers are over 18.

4. All staff is trained to prevent sale or service of alcohol to under 18's and are required to ask for a proof of age card or other age identification to prevent a sale to a minor.

5. The applicant will regularly monitor staff to ensure that they know how to deal with young people who ask for alcohol and other age restricted products.

6. The applicant and staff will note any refusal to sell to young people in a refusals log. The refusal log will be checked and signed by the designated premises supervisor on a regular basis and will be made available for inspection by the licensing team, police or trading standards

7. All staff is vetted to confirm that there have been no previous convictions likely to cause possibility of any crime.

8. It is considered that these measures will be adequate to promote this objective.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ✓
- I have enclosed the plan of the premises. ✓
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ✓
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ✓
- I understand that I must now advertise my application. ✓

- I understand that if I do not comply with the above requirements my application will be rejected. ✓

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures (please read guidance note 10)**

**Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).  
If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	Agent

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)**

Mrs. M. Chima  
Adams House  
129 Mile End Road

Post town	London	Postcode	E1 4BG
-----------	--------	----------	--------

Telephone number (if any)	0207 790 2000
---------------------------	---------------

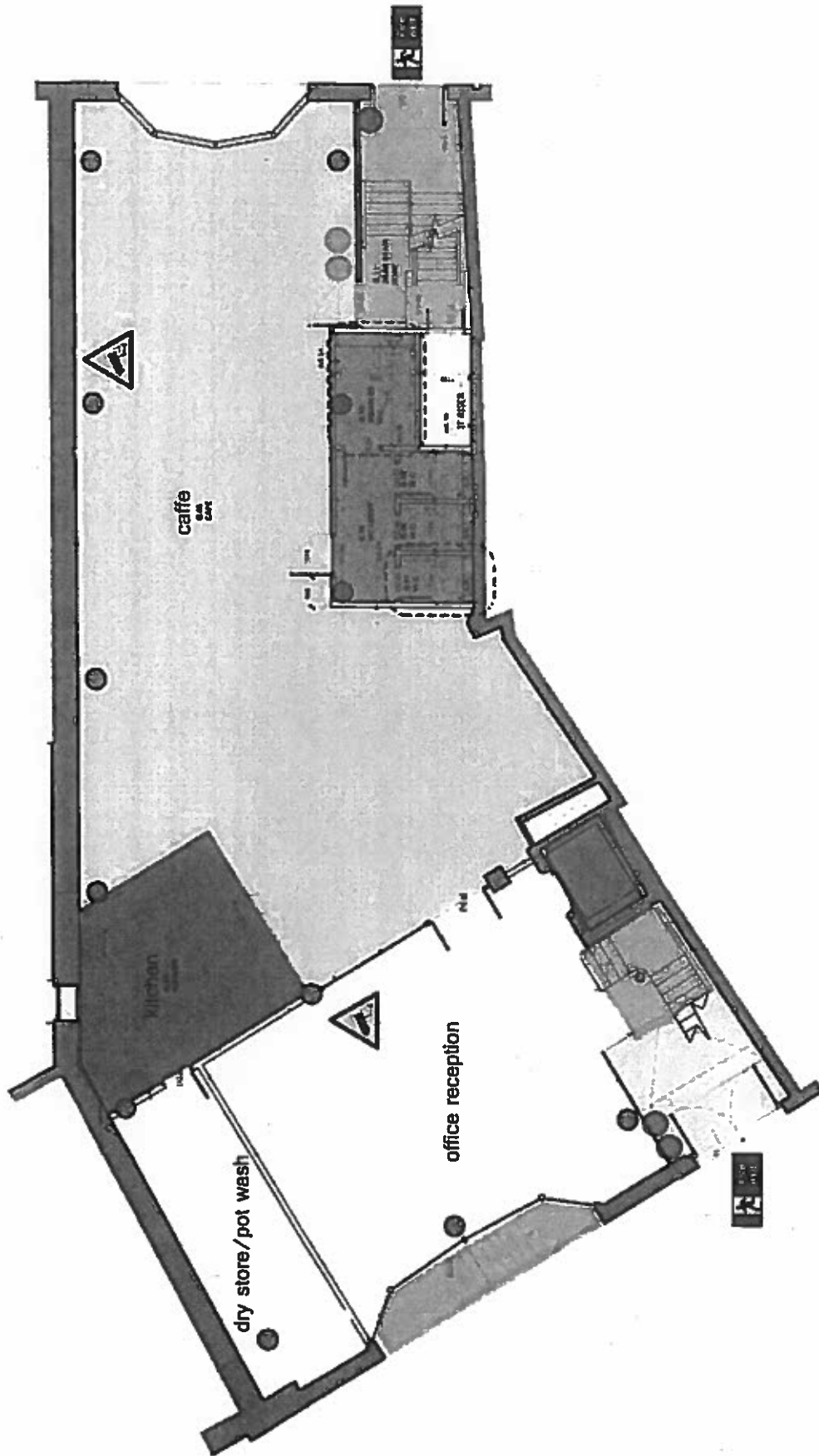
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)  
mchima@adamslaw.co.uk

**Notes for Guidance**

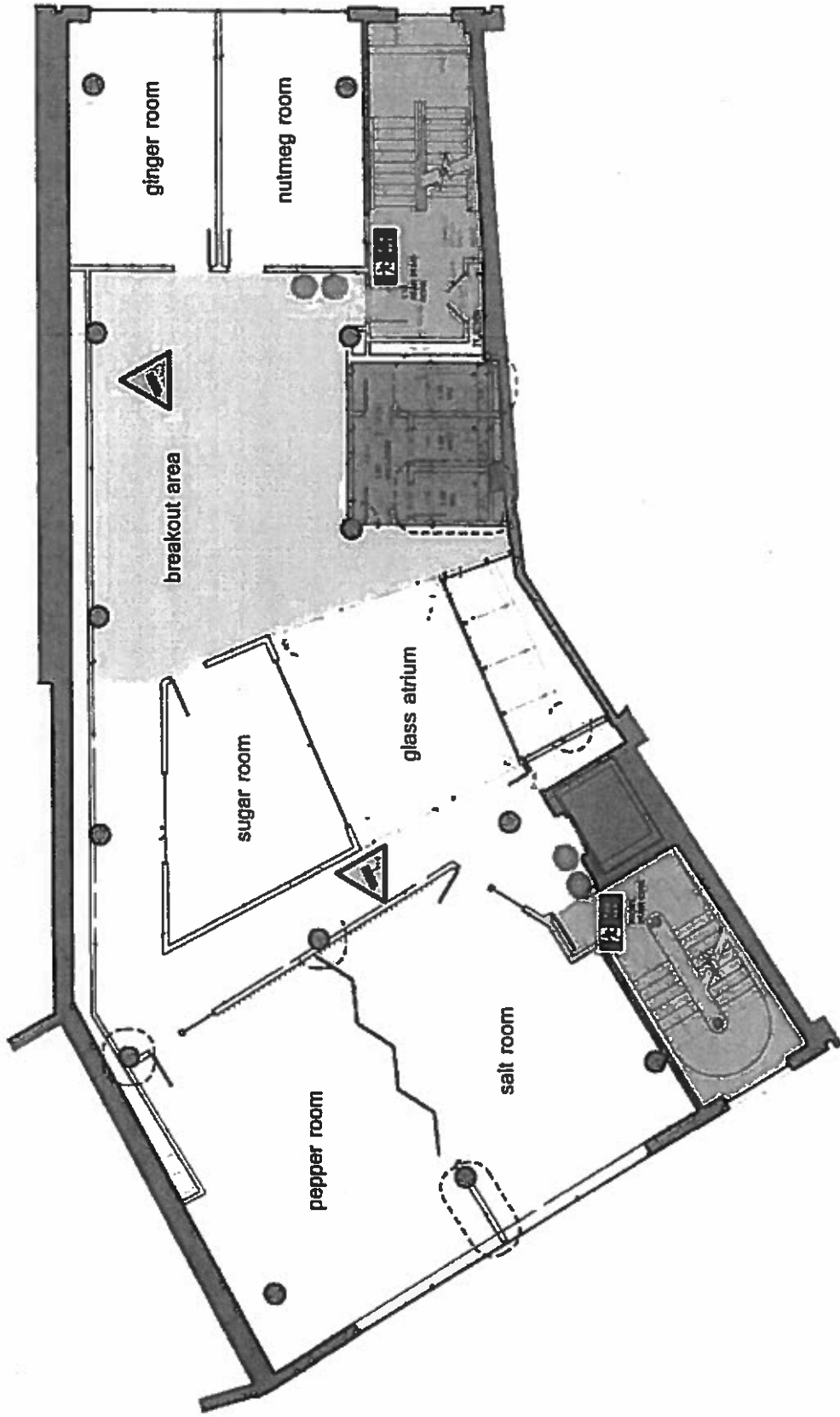
1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



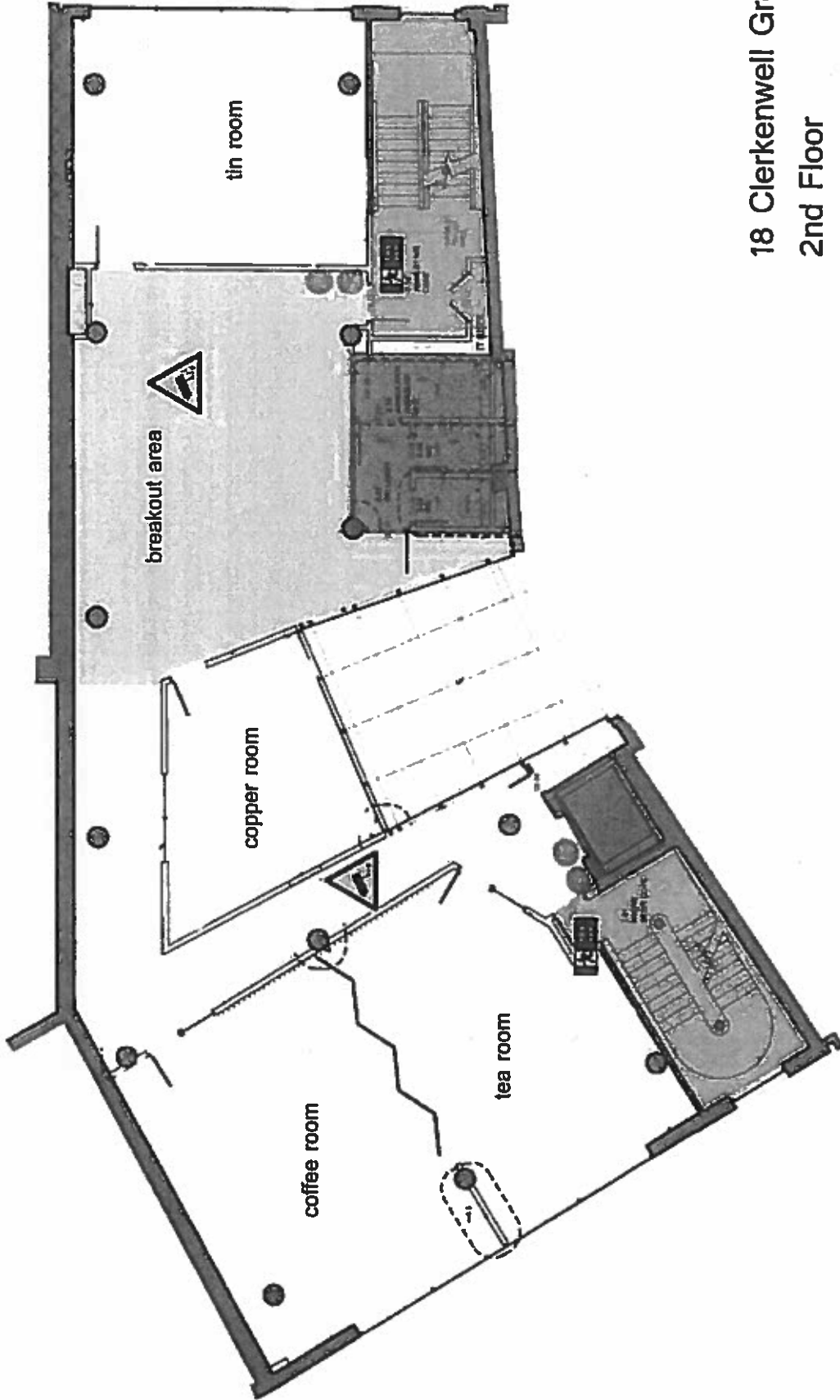


18 Clerkenwell Green  
Ground Floor

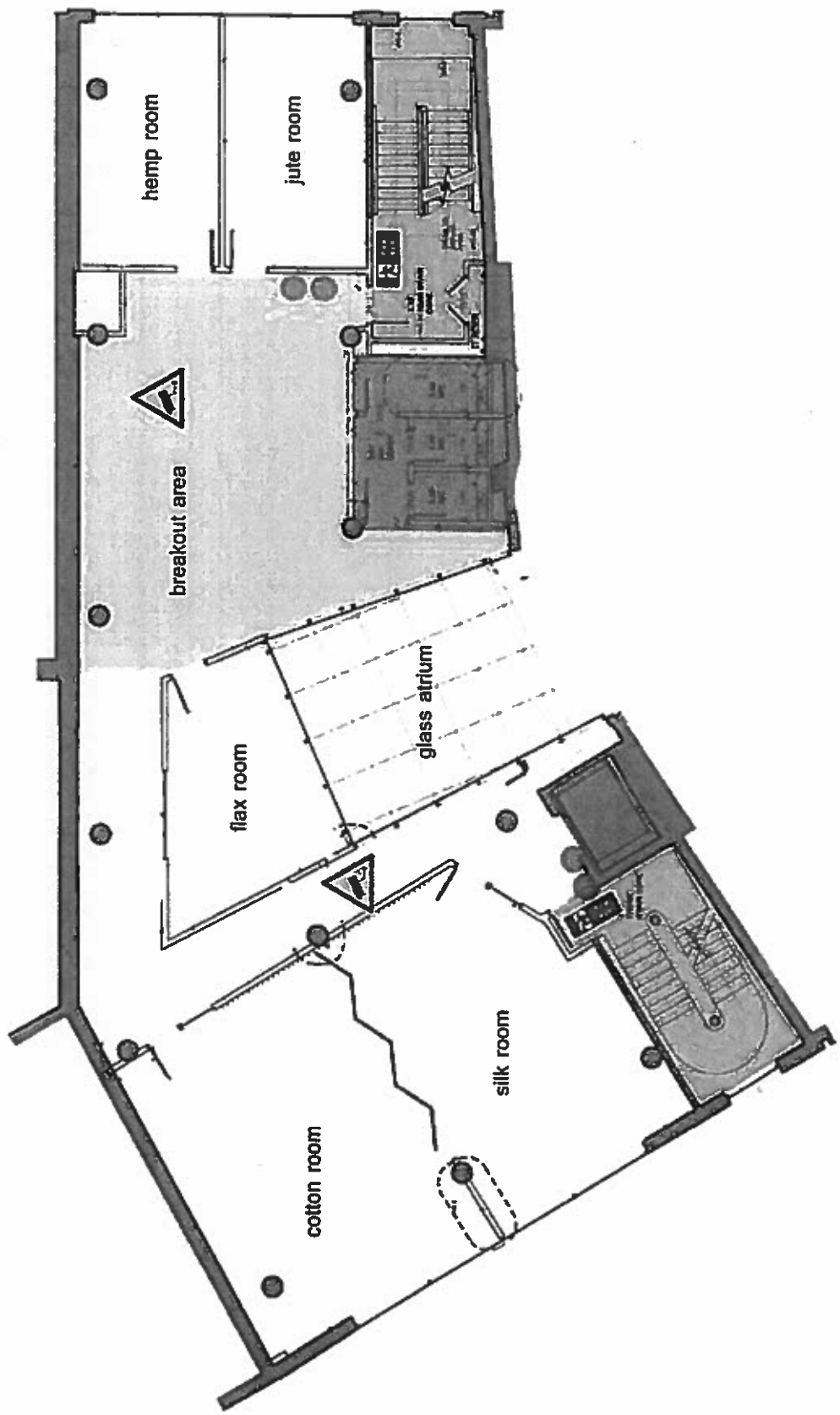


18 Clerkenwell Green

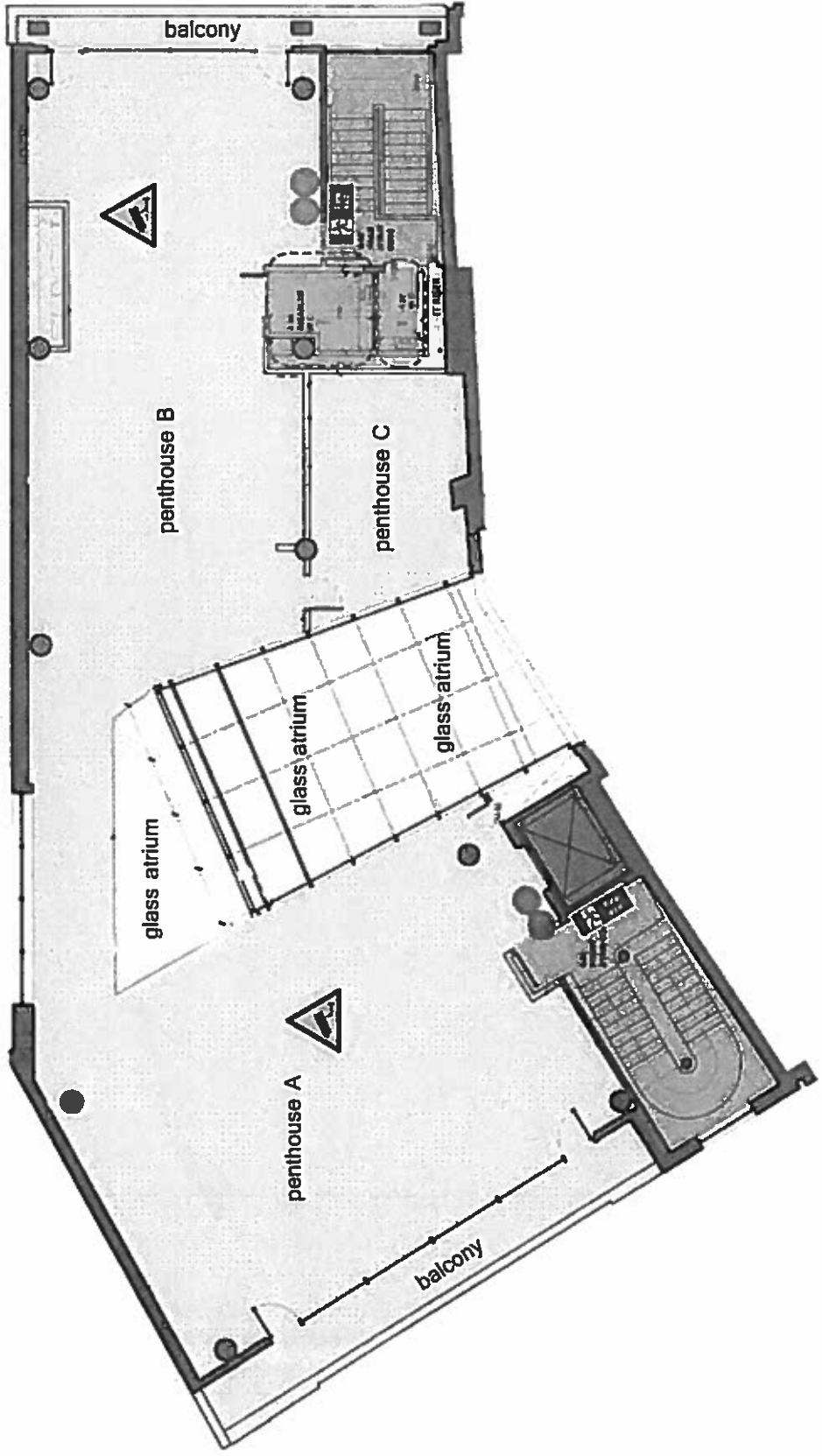
1st Floor



18 Clerkenwell Green  
2nd Floor



18 C Lerkennell Gnes  
3rd floor



**Licensing representation, 17 April 2015**

**Application details: Wallacespace Limited, 18 Clerkenwell Green, EC1R 0DP**

**Representation made by:** [REDACTED]

Dear Sirs,

*Please note local residents have discussed this application. If multiple objections are the same/similar, it is due to our approach as a community. No one objection should be discounted by the Committee or the applicant simply because they appear similar*

I object to this application on the grounds of all 4 of Islington's licensing objectives and Licensing Policies 1, 2 and 18.

The impact will have a negative cumulative impact on local residents and the area. This licence does not specify capacity, but the plans show the applicant proposes a very large premises (110 covers on just 1 of the 4 proposed licenced floors).

My main objections are:

- A. There is no requirement for businesses to have a premises licence in order to facilitate networking, as the applicant wishes to do. Many businesses do so successfully and without any premises licence
- B. Businesses can apply for temporary event licences, and the applicant can do so when clients wish to hold later networking events with alcohol. The fact that the business is applying for a premises licence suggests that they forecast this will be more than the occasional event
- C. The proposed hours are more extensive, and certainly more extensive than other recent premises licences for nearby businesses seeking to facilitate networking and client entertainment (as this applicant intends to do). And this despite it being in an area of cumulative impact
- D. This will increase foot and road traffic later than normal office hours, and this in an already "saturated" area (the Licensing department's definition) with many residential properties nearby and just across the street
- E. The lack of a noise and management programme to minimise noise and nuisance on the nearby area and residents
- F. The lack of more specific delivery and rubbish restrictions (in line with other recently granted licences) that seek to minimise disturbance

I recommend refusing certain aspects of this application and imposing conditions on other aspects so as to effectively mitigate problems of cumulative impact.

I detail these below, along with my objections based on the licensing objectives. If these conditions are not adopted, then I believe this application should be refused so as not to undermine the licensing objectives and add to existing cumulative impact.

A reasonable number of licensed premises are welcome provided they respect their domestic neighbours' needs. This application does acknowledge the Licensing Policy and needs of local residents, but it lacks concrete conditions necessary to mitigate negative impact and it requests more extensive hours than is reasonable.

Islington has London's 2nd highest density of licensed premises and higher than London average for violent crimes attributable to alcohol. Clerkenwell is an area of cumulative impact and saturation. Please don't further aggravate these conditions.

The cumulative impact policy creates a rebuttable presumption that new premises licence applications are likely to add to the existing cumulative impact. We ask that you please reject this application if you agree it will cause a negative cumulative impact. If you approve the application, please do so with the below restrictions.

Kind regards, [REDACTED]

### **Recommended Conditions**

*Please note my recommendations for conditions are inline with those set on other recent licences in the area, in particular the recently licenced offices H&K and Unilever on the other side of Clerkenwell Green.*

1. On premises licence hours should be restricted to 17:00 – 21:00 from Mondays to Fridays only. Opening hours should be restricted to 08:00 – 21:30 from Mondays to Fridays only.
2. Reject the premises licence for the terraces or any other external areas.
3. Alcoholic drinks may only be consumed within the premises licenced areas during those hours permitted for the sale of alcohol and 30 minutes after the permitted terminal hour. The licenced premises is to be cleared of patrons by 21:30.
4. The premises licence holder must ensure that no alcohol is consumed outside the licensed areas at any time including the terraces, and any smokers who leave the building to smoke are required to leave glasses inside. Alcohol and smoking shall not be permitted on the terrace at any time. No bottles or glasses shall be permitted to be taken outside of the licensed areas.
5. No licence shall be granted for weekends, Bank Holidays, exceptional days to be open later or all night or temporary licences. And the licence holder shall not seek any licence or variation of this licence for weekends, Bank Holidays, exceptional days to be open later or all night, temporary licences or off premises licence.
6. The maximum number of persons accommodated at any one time in all of the licenced areas shall not exceed 60 covers.
7. The applicant should not be permitted as a condition of the license to use the building's terraces for alcohol or smoking. Doors to the terrace area are to be kept closed at all times that alcohol is served anywhere in the building (except for access and egress). And at all times the doors to the terraces are to be kept locked between 20:00 and 08:00 during the week and 24 hours a day on weekends and Bank Holidays. And the licence holder shall not seek any licence or variation of this licence to open the terraces at other times.
8. There shall be no external advertisement or indication of the licensed facilities.
9. No new customers are permitted to enter the premises after 20:00. No customers carrying open or sealed bottles shall be admitted at any time.
10. Patrons should not be allowed to stand outside or opposite and obstruct a relatively narrow pavement, and the applicant should be under a positive obligation to enforce this as a condition of the licence
11. Alcohol will only be served with a meal or buffet in which (i) food is provided in the form of substantial meal or buffet that are prepared on the premises and are served and consumed on premises using non disposable crockery, (ii) no take away service of food or drink for immediate consumption is provided, and (iii) intoxicating liquor shall not be sold, supplied, or consumed on the premises otherwise than to persons who are bona fide taking substantial meals or buffet. A meal or buffet shall not be constituted by bar snacks or canapés.
12. No deliveries shall be made on Saturdays, Sundays or Bank Holidays or between the hours of 18:30 and 08:00 daily. Deliveries shall only take place so as to minimise noise and traffic disturbance.
13. The licence holder shall ensure that rubbish shall not at any time obstruct any pavements or roadways adjacent to the premises. No noxious smells shall be permitted to cause a nuisance to nearby properties and the premises are to be

properly ventilated. No rubbish shall be moved, removed or placed outside the premises other than on collection weekdays between the hours of 08:00 and 18:00, on Saturdays between the hours of 09:00 and 17:00 but never on Sundays or Bank Holidays.

14. The premises shall be particularly aware of its neighbours to ensure it does not cause noise nuisance, that rubbish collections are properly managed and plant kept in good order. The premises shall have internal storage for refuse which prevents items being left on the streets, or the noisy dispersal of bottles. Any forecourts and paving areas shall be immediately washed down and kept clean.
15. No music or noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance. Doors to access and egress the premises shall be kept closed so far as practicable, employ automatic door closing mechanisms and not be wedged or held open.
16. No more than 10 persons shall be permitted to smoke outside the premises at any one time, and no more than five persons after 20:00. Smokers shall only be permitted to smoke in a designated area, which should be defined as the location least likely to cause noise nuisance to local residents and congestion on the public footpath. No smoking outside the premises shall be permitted after 21:30. The licence holder shall ensure the area outside the premises are swept and cleaned at no less than three intervals every day and at the end of each night, and that all cigarette butts are removed and disposed of in the premises.
17. The licence holder shall not allow any queuing outside of the premises at any time and shall provide sufficient space within the premises for any queue that forms. A queue shall mean any single person, or persons, waiting to enter or be served at the premises. The licence holder shall actively discourage and disperse any persons trying to wait outside the premises or who otherwise obstruct the pavement or roadway and shall decline them service if they fail to disperse.
18. No chairs or tables or signage or display boards of any kind shall be placed on the pavement or carriageway outside the premises at any time and the licence holder shall not seek any licence or variation of this licence for any such tables or chairs in the future.
19. The licence holder shall ensure that all lights in the main dining area of the premises are switched off when the premises are closed to save energy and minimise light pollution.
20. Prominent, clear and legible notices must be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly. The premises shall have a defined dispersal policy to ensure that customers and staff leave safely and quietly and are assisted where necessary.
21. A member of staff of the licence holder shall be present at the exit from 20:30 until the last patron leaves on any day of operations in order to direct patrons to the nearest transport links and to ensure that patrons do not create a disturbance or loiter outside or adjacent to the premises. The licence holder shall not call, or otherwise arrange, directly or indirectly taxis for any patrons so as not to increase late night traffic noise outside the premises. The licence holder shall encourage patrons to use public transport or disperse to the main roads to wait for passing taxis.
22. The contact telephone number for the premises licence holder/designated premises supervisor/duty manager shall be displayed inside the premises or immediately outside the premises such that it is clearly visible from outside without the need to enter the premises.
23. Children shall not be permitted on the premises.



24. Staff shall be trained on their responsibilities to not sell alcohol to persons who are or appear to be under age. The licensee shall adopt the Challenge 25 and BII National Standards Proof of Age Scheme. The licensee shall put arrangements in place to ensure that before serving alcohol to young persons, staff ask to see accredited proof of age cards e.g. Citizencard, a passport, or UK Driving Licence bearing the photograph and date of birth if the bearer. The licensee shall ensure that staff are trained about age restricted products and ensure that they sign to confirm that they understood the training. The licensee shall keep records of training and instruction given to staff.
25. The Designated Premises Supervisor shall ensure that all management staff are trained to use and maintain the Incident Book. The Incident Book shall be readily available for inspection by the Police or other statutory authority. It shall be maintained to record all crimes reported to the venue, ejections of patrons, complaints received, incidents of disorder, faults in the CCTV system, and any other relevant incidents for the Police or other statutory authority.
26. CCTV shall be installed, operated and maintained in agreement with the Police. Maintained means that the system will be regularly serviced (at least once a year) and checked every two weeks to ensure that it is storing images correctly and a log kept and signed by a Supervisor to this effect. The system will provide an identifiable full head and shoulder image of everyone entering the premises and will operate in any light conditions within the premises. The system shall record in real time, date and time stamped and will continually operate whilst the premises is open for licensable activities. The recordings will be kept for a minimum of 31 days and copies will be made available to an Authorised Officer or a Police Officer (subject to the Data Protection Act 1998) within 24hrs of any request free of charge together with facilities for viewing should these be necessary. There will always be a member of staff on duty who can operate the system, to allow Officers to view recordings and if required by a Police Officer, provide a copy of images immediately free of charge to assist in the immediate investigation of offences.
27. The licence holder shall appoint a noise consultant registered with the Institute of Acoustics or Association of Noise Consultants to prepare a scheme of sound insulation and noise control measures designed to ensure that noise from equipment on the premises (including but not limited to air conditioning and kitchen extracts) is kept to a minimum and meets the Council's Db guidelines to prevent persons in the neighbourhood from being disturbed by noise from equipment on the premises. A certified true copy of that scheme shall be delivered to the Clerkenwell Green Preservation Society not less than fourteen (14) days prior to the opening of the premises for trade and to any resident of EC1 requesting an electronic copy of the same within 7 days of any such request.
28. The licence holder shall ensure that any extractor fans, any air conditioning units or any other equipment used by, or connected, to the premises shall operate at all times within the maximum permitted noise limits required by the Council or, if lower, by the then current legislation including any subordinate legislation and regulations.

#### **Objections based on the four licensing objectives**

##### **Public Nuisance**

The application also does not address:

- Licensing Policy 18 which states that complaints about noise in Islington have risen substantially over the last 10 years and the considerable expansion of

the night-time economy has increased noise within urban settings above the national average

This application would postpone the foot and road traffic associated with clients and their guests leaving the building. And this in a low traffic, heavily residential area. Thus the licence will have a cumulative impact upon residential neighbours for public nuisance through increased volume of people walking, talking, smoking and driving through the area later than typical office leaving hours. There is the added possibility of public nuisance caused by alcohol-related antisocial behaviour and crime.

Specific concerns also include:

- Dispersal of a greater number of people with late night alcohol
- No policy suggested by the applicant to manage patrons smoking, queuing and/or waiting outside the premises, thus creating a cumulative impact upon noise disturbance and blocking the pavement.
- No evidence presented by the applicant that noise will not emanate from the premises

#### Crime and Disorder

This application does not sufficiently rebut the presumption in Licensing Policy 2, which states applications for new premises in areas such as Clerkenwell are likely to add to the existing cumulative impact and will accordingly normally be refused.

Clerkenwell is an area the Council has recognised as having a high number of licensed premises, which collectively lead to problems related to the licensing objectives. Islington has noted that further licenses could provide disproportionately negative effects for local residents. Specifically it could lead to an increase in crime and disorder, such as disorderly conduct, littering, public urination, violence, noise nuisance, thefts, damage to property and vehicles, obstruction of the public highway and other unlawful activity associated with the consumption of alcohol.

This application also fails to consider Licensing Policy 1, which takes into account (among other matters) the location of the premises and character of the area. This application seeks to license well over 110 covers (huge by comparison for the neighbourhood) serving 7 days a week until 22:30 (which is 90 minutes later than other licensed offices in the area).

The premises are located in Clerkenwell Green at the corner of Clerkenwell Road and extremely close to Turnmill Street and Britton Streets. There are many residential blocks on the same street, across the street (to the north) from residential blocks in Clerkenwell Green, across the street (to the west) from residential blocks on Farringdon Road and around the corner from residential blocks on Turnmill Street and Britton Street

#### Protection of Children from Harm

This application fails to demonstrate that the grant of the premises licence would not give rise to a negative cumulative impact on the Licensing Objective for the Protection of Children from Harm. It only addresses the possibility of children inside the premises, which should be rejected, and fails to recognise the impact of more post-normal working hours drinkers on the streets.

Licensing Policy 1 notes that the character of the area must also be considered. The aforementioned increase in crime, disorder and antisocial behaviour also further threatens children.

#### Public Safety

This application fails to demonstrate that the grant of the premises licence would not give rise to a negative cumulative impact on the Licensing Objective for the Protection of Public Safety. This application threatens public safety not only due to

the aforementioned increase in crime, disorder, and antisocial behaviour associated with alcohol consumption, but also due to loitering in the street after the licensed hours.

Islington has the second highest density of licensed premises in London and suffers from well above the London average for violent crimes attributable to alcohol.

Clerkenwell is already designated as an area of cumulative impact and saturation.

This situation should not be further aggravated with an additional licence.

Rep 2

**Licensing representation, 17 April 2015**

**Application details: Wallacespace Limited, 18 Clerkenwell Green, EC1R 0DP**

**Representation made by:** [REDACTED]

Dear Sirs,

*Please note local residents have discussed this application. If multiple objections are the same/similar, it is due to our approach as a community. No one objection should be discounted by the Committee or the applicant simply because they appear similar*

I object to this application on the grounds of all 4 of Islington's licensing objectives and Licensing Policies 1, 2 and 18.

The impact will have a negative cumulative impact on local residents and the area. This licence does not specify capacity, but the plans show the applicant proposes a very large premises (110 covers on just 1 of the 4 proposed licenced floors).

My main objections are:

- A. There is no requirement for businesses to have a premises licence in order to facilitate networking, as the applicant wishes to do. Many businesses do so successfully and without any premises licence
- B. Businesses can apply for temporary event licences, and the applicant can do so when clients wish to hold later networking events with alcohol. The fact that the business is applying for a premises licence suggests that they forecast this will be more than the occasional event
- C. The proposed hours are more extensive, and certainly more extensive than other recent premises licences for nearby businesses seeking to facilitate networking and client entertainment (as this applicant intends to do). And this despite it being in an area of cumulative impact
- D. This will increase foot and road traffic later than normal office hours, and this in an already "saturated" area (the Licensing department's definition) with many residential properties nearby and just across the street
- E. The lack of a noise and management programme to minimise noise and nuisance on the nearby area and residents
- F. The lack of more specific delivery and rubbish restrictions (in line with other recently granted licences) that seek to minimise disturbance

I recommend refusing certain aspects of this application and imposing conditions on other aspects so as to effectively mitigate problems of cumulative impact.

I detail these below, along with my objections based on the licensing objectives. If these conditions are not adopted, then I believe this application should be refused so as not to undermine the licensing objectives and add to existing cumulative impact.

A reasonable number of licensed premises are welcome provided they respect their domestic neighbours' needs. This application does acknowledge the Licensing Policy and needs of local residents, but it lacks concrete conditions necessary to mitigate negative impact and it requests more extensive hours than is reasonable.

Islington has London's 2nd highest density of licensed premises and higher than London average for violent crimes attributable to alcohol. Clerkenwell is an area of cumulative impact and saturation. Please don't further aggravate these conditions.

The cumulative impact policy creates a rebuttable presumption that new premises licence applications are likely to add to the existing cumulative impact. We ask that you please reject this application if you agree it will cause a negative cumulative impact. If you approve the application, please do so with the below restrictions.

Kind regards,

[REDACTED]

### **Recommended Conditions**

*Please note my recommendations for conditions are inline with those set on other recent licences in the area, in particular the recently licenced offices H&K and Unilever on the other side of Clerkenwell Green.*

1. On premises licence hours should be restricted to 17:00 – 21:00 from Mondays to Fridays only. Opening hours should be restricted to 08:00 – 21:30 from Mondays to Fridays only.
2. Reject the premises licence for the terraces or any other external areas.
3. Alcoholic drinks may only be consumed within the premises licenced areas during those hours permitted for the sale of alcohol and 30 minutes after the permitted terminal hour. The licenced premises is to be cleared of patrons by 21:30.
4. The premises licence holder must ensure that no alcohol is consumed outside the licensed areas at any time including the terraces, and any smokers who leave the building to smoke are required to leave glasses inside. Alcohol and smoking shall not be permitted on the terrace at any time. No bottles or glasses shall be permitted to be taken outside of the licensed areas.
5. No licence shall be granted for weekends, Bank Holidays, exceptional days to be open later or all night or temporary licences. And the licence holder shall not seek any licence or variation of this licence for weekends, Bank Holidays, exceptional days to be open later or all night, temporary licences or off premises licence.
6. The maximum number of persons accommodated at any one time in all of the licenced areas shall not exceed 60 covers.
7. The applicant should not be permitted as a condition of the license to use the building's terraces for alcohol or smoking. Doors to the terrace area are to be kept closed at all times that alcohol is served anywhere in the building (except for access and egress). And at all times the doors to the terraces are to be kept locked between 20:00 and 08:00 during the week and 24 hours a day on weekends and Bank Holidays. And the licence holder shall not seek any licence or variation of this licence to open the terraces at other times.
8. There shall be no external advertisement or indication of the licensed facilities.
9. No new customers are permitted to enter the premises after 20:00. No customers carrying open or sealed bottles shall be admitted at any time.
10. Patrons should not be allowed to stand outside or opposite and obstruct a relatively narrow pavement, and the applicant should be under a positive obligation to enforce this as a condition of the licence
11. Alcohol will only be served with a meal or buffet in which (i) food is provided in the form of substantial meal or buffet that are prepared on the premises and are served and consumed on premises using non disposable crockery, (ii) no take away service of food or drink for immediate consumption is provided, and (iii) intoxicating liquor shall not be sold, supplied, or consumed on the premises otherwise than to persons who are bona fide taking substantial meals or buffet. A meal or buffet shall not be constituted by bar snacks or canapés.
12. No deliveries shall be made on Saturdays, Sundays or Bank Holidays or between the hours of 18:30 and 08:00 daily. Deliveries shall only take place so as to minimise noise and traffic disturbance.
13. The licence holder shall ensure that rubbish shall not at any time obstruct any pavements or roadways adjacent to the premises. No noxious smells shall be permitted to cause a nuisance to nearby properties and the premises are to be

properly ventilated. No rubbish shall be moved, removed or placed outside the premises other than on collection weekdays between the hours of 08:00 and 18:00, on Saturdays between the hours of 09:00 and 17:00 but never on Sundays or Bank Holidays.

14. The premises shall be particularly aware of its neighbours to ensure it does not cause noise nuisance, that rubbish collections are properly managed and plant kept in good order. The premises shall have internal storage for refuse which prevents items being left on the streets, or the noisy dispersal of bottles. Any forecourts and paving areas shall be immediately washed down and kept clean.
15. No music or noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance. Doors to access and egress the premises shall be kept closed so far as practicable, employ automatic door closing mechanisms and not be wedged or held open.
16. No more than **10 persons** shall be permitted to smoke outside the premises at any one time, and no more than **five persons** after **20:00**. Smokers shall only be permitted to smoke in a designated area, which should be defined as the location least likely to cause noise nuisance to local residents and congestion on the public footpath. No smoking outside the premises shall be permitted after **21:30**. The licence holder shall ensure the area outside the premises are swept and cleaned at no less than three intervals every day and at the end of each night, and that all cigarette butts are removed and disposed of in the premises.
17. The licence holder shall not allow any queuing outside of the premises at any time and shall provide sufficient space within the premises for any queue that forms. A queue shall mean any single person, or persons, waiting to enter or be served at the premises. The licence holder shall actively discourage and disperse any persons trying to wait outside the premises or who otherwise obstruct the pavement or roadway and shall decline them service if they fail to disperse.
18. No chairs or tables or signage or display boards of any kind shall be placed on the pavement or carriageway outside the premises at any time and the licence holder shall not seek any licence or variation of this licence for any such tables or chairs in the future.
19. The licence holder shall ensure that all lights in the main dining area of the premises are switched off when the premises are closed to save energy and minimise light pollution.
20. Prominent, clear and legible notices must be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly. The premises shall have a defined dispersal policy to ensure that customers and staff leave safely and quietly and are assisted where necessary.
21. A member of staff of the licence holder shall be present at the exit from 20:30 until the last patron leaves on any day of operations in order to direct patrons to the nearest transport links and to ensure that patrons do not create a disturbance or loiter outside or adjacent to the premises. The licence holder shall not call, or otherwise arrange, directly or indirectly taxis for any patrons so as not to increase late night traffic noise outside the premises. The licence holder shall encourage patrons to use public transport or disperse to the main roads to wait for passing taxis.
22. The contact telephone number for the premises licence holder/designated premises supervisor/duty manager shall be displayed inside the premises or immediately outside the premises such that it is clearly visible from outside without the need to enter the premises.
23. Children shall not be permitted on the premises.

24. Staff shall be trained on their responsibilities to not sell alcohol to persons who are or appear to be under age. The licensee shall adopt the Challenge 25 and BII National Standards Proof of Age Scheme. The licensee shall put arrangements in place to ensure that before serving alcohol to young persons, staff ask to see accredited proof of age cards e.g. Citizencard, a passport, or UK Driving Licence bearing the photograph and date of birth if the bearer. The licensee shall ensure that staff are trained about age restricted products and ensure that they sign to confirm that they understood the training. The licensee shall keep records of training and instruction given to staff.
25. The Designated Premises Supervisor shall ensure that all management staff are trained to use and maintain the Incident Book. The Incident Book shall be readily available for inspection by the Police or other statutory authority. It shall be maintained to record all crimes reported to the venue, ejections of patrons, complaints received, incidents of disorder, faults in the CCTV system, and any other relevant incidents for the Police or other statutory authority.
26. CCTV shall be installed, operated and maintained in agreement with the Police. Maintained means that the system will be regularly serviced (at least once a year) and checked every two weeks to ensure that it is storing images correctly and a log kept and signed by a Supervisor to this effect. The system will provide an identifiable full head and shoulder image of everyone entering the premises and will operate in any light conditions within the premises. The system shall record in real time, date and time stamped and will continually operate whilst the premises is open for licensable activities. The recordings will be kept for a minimum of 31 days and copies will be made available to an Authorised Officer or a Police Officer (subject to the Data Protection Act 1998) within 24hrs of any request free of charge together with facilities for viewing should these be necessary. There will always be a member of staff on duty who can operate the system, to allow Officers to view recordings and if required by a Police Officer, provide a copy of images immediately free of charge to assist in the immediate investigation of offences.
27. The licence holder shall appoint a noise consultant registered with the Institute of Acoustics or Association of Noise Consultants to prepare a scheme of sound insulation and noise control measures designed to ensure that noise from equipment on the premises (including but not limited to air conditioning and kitchen extracts) is kept to a minimum and meets the Council's Db guidelines to prevent persons in the neighbourhood from being disturbed by noise from equipment on the premises. A certified true copy of that scheme shall be delivered to the Clerkenwell Green Preservation Society not less than fourteen (14) days prior to the opening of the premises for trade and to any resident of EC1 requesting an electronic copy of the same within 7 days of any such request.
28. The licence holder shall ensure that any extractor fans, any air conditioning units or any other equipment used by, or connected, to the premises shall operate at all times within the maximum permitted noise limits required by the Council or, if lower, by the then current legislation including any subordinate legislation and regulations.

### **Objections based on the four licensing objectives**

#### **Public Nuisance**

The application also does not address:

- Licensing Policy 18 which states that complaints about noise in Islington have risen substantially over the last 10 years and the considerable expansion of

the night-time economy has increased noise within urban settings above the national average

This application would postpone the foot and road traffic associated with clients and their guests leaving the building. And this in a low traffic, heavily residential area. Thus the licence will have a cumulative impact upon residential neighbours for public nuisance through increased volume of people walking, talking, smoking and driving through the area later than typical office leaving hours. There is the added possibility of public nuisance caused by alcohol-related antisocial behaviour and crime.

Specific concerns also include:

- Dispersal of a greater number of people with late night alcohol
- No policy suggested by the applicant to manage patrons smoking, queuing and/or waiting outside the premises, thus creating a cumulative impact upon noise disturbance and blocking the pavement.
- No evidence presented by the applicant that noise will not emanate from the premises

#### Crime and Disorder

This application does not sufficiently rebut the presumption in Licensing Policy 2, which states applications for new premises in areas such as Clerkenwell are likely to add to the existing cumulative impact and will accordingly normally be refused.

Clerkenwell is an area the Council has recognised as having a high number of licensed premises, which collectively lead to problems related to the licensing objectives. Islington has noted that further licenses could provide disproportionately negative effects for local residents. Specifically it could lead to an increase in crime and disorder, such as disorderly conduct, littering, public urination, violence, noise nuisance, thefts, damage to property and vehicles, obstruction of the public highway and other unlawful activity associated with the consumption of alcohol.

This application also fails to consider Licensing Policy 1, which takes into account (among other matters) the location of the premises and character of the area. This application seeks to license well over 110 covers (huge by comparison for the neighbourhood) serving 7 days a week until 22:30 (which is 90 minutes later than other licensed offices in the area).

The premises are located in Clerkenwell Green at the corner of Clerkenwell Road and extremely close to Turnmill Street and Britton Streets. There are many residential blocks on the same street, across the street (to the north) from residential blocks in Clerkenwell Green, across the street (to the west) from residential blocks on Farringdon Road and around the corner from residential blocks on Turnmill Street and Britton Street

#### Protection of Children from Harm

This application fails to demonstrate that the grant of the premises licence would not give rise to a negative cumulative impact on the Licensing Objective for the Protection of Children from Harm. It only addresses the possibility of children inside the premises, which should be rejected, and fails to recognise the impact of more post-normal working hours drinkers on the streets.

Licensing Policy 1 notes that the character of the area must also be considered. The aforementioned increase in crime, disorder and antisocial behaviour also further threatens children.

#### Public Safety

This application fails to demonstrate that the grant of the premises licence would not give rise to a negative cumulative impact on the Licensing Objective for the Protection of Public Safety. This application threatens public safety not only due to



the aforementioned increase in crime, disorder, and antisocial behaviour associated with alcohol consumption, but also due to loitering in the street after the licensed hours.

Islington has the second highest density of licensed premises in London and suffers from well above the London average for violent crimes attributable to alcohol.

Clerkenwell is already designated as an area of cumulative impact and saturation.

This situation should not be further aggravated with an additional licence.

Rep 3

**Sender, Yesim**

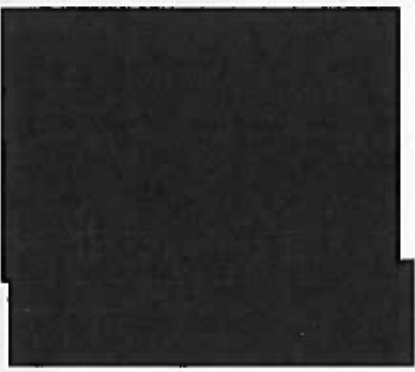
---

**From:** [REDACTED]  
**Sent:** 27 April 2015 21:10  
**To:** Licensing; Sender, Yesim  
**Subject:** Licence Objection

**Licensing representation, 17 April 2015**

*Application details:* Wallacespace Limited, 18 Clerkenwell Green, EC1R 0DP

*Representation made by:*



Dear Sirs,

*Please note local residents have discussed this application. If multiple objections are the same/similar, it is due to our approach as a community. No one objection should be discounted by the Committee or the applicant simply because they appear similar*

I object to this application on the grounds of all 4 of Islington's licensing objectives and Licensing Policies 1, 2 and 18.

The impact will have a negative cumulative impact on local residents and the area. This licence does not specify capacity, but the plans show the applicant proposes a very large premises (110 covers on just 1 of the 4 proposed licenced floors).

My main objections are:

There is no requirement for businesses to have a premises licence in order to facilitate networking, as the applicant wishes to do. Many businesses do so successfully and without any premises licence

Businesses can apply for temporary event licences, and the applicant can do so when clients wish to hold later networking events with alcohol. The fact that the business is applying for a premises licence suggests that they forecast this will be more than the occasional event

The proposed hours are more extensive, and certainly more extensive than other recent premises licences for nearby businesses seeking to facilitate networking and client entertainment (as this applicant intends to do). And this despite it being in an area of cumulative impact

This will increase foot and road traffic later than normal office hours, and this in an already "saturated" area (the Licensing department's definition) with many residential properties nearby and just across the street

The lack of a noise and management programme to minimise noise and nuisance on the nearby area and residents

The lack of more specific delivery and rubbish restrictions (in line with other recently granted licences) that seek to minimise disturbance

I recommend refusing certain aspects of this application and imposing conditions on other aspects so as to effectively mitigate problems of cumulative impact.

I detail these below, along with my objections based on the licensing objectives. If these conditions are not adopted, then I believe this application should be refused so as not to undermine the licensing objectives and add to existing cumulative impact.

A reasonable number of licensed premises are welcome provided they respect their domestic neighbours' needs. This application does acknowledge the Licensing Policy and needs of local residents, but it lacks concrete conditions necessary to mitigate negative impact and it requests more extensive hours than is reasonable.

Islington has London's 2nd highest density of licensed premises and higher than London average for violent crimes attributable to alcohol. Clerkenwell is an area of cumulative impact and saturation. Please don't further aggravate these conditions.

The cumulative impact policy creates a rebuttable presumption that new premises licence applications are likely to add to the existing cumulative impact. We ask that you please reject this application if you agree it will cause a negative cumulative impact. If you approve the application, please do so with the below restrictions.

Yours faithfully,

**Recommended Conditions**

*Please note my recommendations for conditions are inline with those set on other recent licences in the area, in particular the recently licenced offices H&K and Unilever on the other side of Clerkenwell Green.*

On premises licence hours should be restricted to 17:00 – 21:00 from Mondays to Fridays only. Opening hours should be restricted to 08:00 – 21:30 from Mondays to Fridays only.

Reject the premises licence for the terraces or any other external areas.

Alcoholic drinks may only be consumed within the premises licenced areas during those hours permitted for the sale of alcohol and 30 minutes after the permitted terminal hour. The licen

s  
ed premises is to be cleared of patrons by 21:30.

The premises licence holder must ensure that no alcohol is consumed outside the licensed areas at any time including the terraces, and any smokers who leave the building to smoke are required to leave glasses inside. Alcohol and smoking shall not be permitted on the terrace at any time. No bottles or glasses shall be permitted to be taken outside of the licensed areas.

No licence shall be granted for weekends, Bank Holidays, exceptional days to be open later or all night or temporary licences. And the licence holder shall not seek any licence or variation of this licence for weekends, Bank Holidays, exceptional days to be open later or all night, temporary licences or off premises licence.

The maximum number of persons accommodated at any one time in all of the licen

s  
ed areas shall not exceed **60 covers**.

The applicant should not be permitted as a condition of the license to use the building's terraces for alcohol or smoking. Doors to the terrace area are to be kept closed at all times that alcohol is served anywhere in the building (except for access and egress). And at all times the doors to the terraces are to be kept locked between 20:00 and 08:00 during the week and 24 hours a day on weekends and Bank Holidays. And the licence holder shall not seek any licence or variation of this licence to open the terraces at other times.

There shall be no external advertisement or indication of the licensed facilities.

No new customers are permitted to enter the premises after 20:00. No customers carrying open or sealed bottles shall be admitted at any time.

Patrons should not be allowed to stand outside or opposite and obstruct a relatively narrow pavement, and the applicant should be under a positive obligation to enforce this as a condition of the licence

Alcohol will only be served with a meal or buffet in which (i) food is provided in the form of substantial meal or buffet that are prepared on the premises and are served and consumed on premises using non disposable crockery, (ii) no take away service of food or drink for immediate consumption is provided, and (iii) intoxicating liquor shall not be sold, supplied, or consumed on the premises otherwise than to persons who are bona fide taking substantial meals or buffet. A meal or buffet shall not be constituted by bar snacks or canapés.

No deliveries shall be made on Saturdays, Sundays or Bank Holidays or between the hours of 18:30 and 08:00 daily. Deliveries shall only take place so as to minimise noise and traffic disturbance.

The licence holder shall ensure that rubbish shall not at any time obstruct any pavements or roadways adjacent to the premises. No noxious smells shall be permitted to cause a nuisance to nearby properties and the premises are to be properly ventilated. No rubbish shall be moved, removed or placed outside the premises other than on collection weekdays between the hours of 08:00 and 18:00, on Saturdays between the hours of 09:00 and 17:00 but never on Sundays or Bank Holidays.

The premises shall be particularly aware of its neighbours to ensure it does not cause noise nuisance, that rubbish collections are properly managed and plant kept in good order. The premises shall have internal storage for refuse which prevents items being left on the streets, or the noisy dispersal of bottles. Any forecourts and paving areas shall be immediately washed down and kept clean.

No music or noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance. Doors to access and egress the premises shall be kept closed so far as practicable, employ automatic door closing mechanisms and not be wedged or held open.

No more than **10 persons** shall be permitted to smoke outside the premises at any one time, and no more than **five persons after 20:00**. Smokers shall only be permitted to smoke in a designated area, which should be defined as the location least likely to cause noise nuisance to local residents and congestion on the public footpath. No smoking outside the premises shall be permitted after **21:30**. The licence holder shall ensure the area outside the premises are swept and cleaned at no less than three intervals every day and at the end of each night, and that all cigarette butts are removed and disposed of in the premises.

The licence holder shall not allow any queuing outside of the premises at any time and shall provide sufficient space within the premises for any queue that forms. A queue shall mean any single person, or persons, waiting to enter or be served at the premises. The licence holder shall actively discourage and disperse any persons trying to wait outside the premises or who otherwise obstruct the pavement or roadway and shall decline them service if they fail to disperse.

No chairs or tables or signage or display boards of any kind shall be placed on the pavement or carriageway outside the premises at any time and the licence holder shall not seek any licence or variation of this licence for any such tables or chairs in the future.

The licence holder shall ensure that all lights in the main dining area of the premises are switched off when the premises are closed to save energy and minimise light pollution.

Prominent, clear and legible notices must be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly. The premises shall have a defined dispersal policy to ensure that customers and staff leave safely and quietly and are assisted where necessary.

A member of staff of the licence holder shall be present at the exit from 20:30 until the last patron leaves on any day of operations in order to direct patrons to the nearest transport links and to ensure that patrons do not create a disturbance or loiter outside or adjacent to the premises. The licence holder shall not call, or otherwise arrange, directly or indirectly taxis for any patrons so as not to increase late night traffic noise outside the premises. The licence holder shall encourage patrons to use public transport or disperse to the main roads to wait for passing taxis.

The contact telephone number for the premises licence holder/designated premises supervisor/duty manager shall be displayed inside the premises or immediately outside the premises such that it is clearly visible from outside without the need to enter the premises.

Children shall not be permitted on the premises.

Staff shall be trained on their responsibilities to not sell alcohol to persons who are or appear to be under age. The licensee shall adopt the Challenge 25 and BII National Standards Proof of Age Scheme. The licensee shall put arrangements in place to ensure that before serving alcohol to young persons, staff ask to see accredited proof of age cards e.g. Citizencard, a passport, or UK Driving Licence bearing the photograph and date of birth if the bearer. The licensee shall ensure that staff are trained about age restricted products and ensure that they sign to confirm that they understood the training. The licensee shall keep records of training and instruction given to staff.

The Designated Premises Supervisor shall ensure that all management staff are trained to use and maintain the Incident Book. The Incident Book shall be readily available for inspection by the Police or other statutory authority. It shall be maintained to record all crimes reported to the

venue, ejections of patrons, complaints received, incidents of disorder, faults in the CCTV system, and any other relevant incidents for the Police or other statutory authority.

CCTV shall be installed, operated and maintained in agreement with the Police. Maintained means that the system will be regularly serviced (at least once a year) and checked every two weeks to ensure that it is storing images correctly and a log kept and signed by a Supervisor to this effect. The system will provide an identifiable full head and shoulder image of everyone entering the premises and will operate in any light conditions within the premises. The system shall record in real time, date and time stamped and will continually operate whilst the premises is open for licensable activities. The recordings will be kept for a minimum of 31 days and copies will be made available to an Authorised Officer or a Police Officer (subject to the Data Protection Act 1998) within 24hrs of any request free of charge together with facilities for viewing should these be necessary. There will always be a member of staff on duty who can operate the system, to allow Officers to view recordings and if required by a Police Officer, provide a copy of images immediately free of charge to assist in the immediate investigation of offences.

The licence holder shall appoint a noise consultant registered with the Institute of Acoustics or Association of Noise Consultants to prepare a scheme of sound insulation and noise control measures designed to ensure that noise from equipment on the premises (including but not limited to air conditioning and kitchen extracts) is kept to a minimum and meets the Council's Db guidelines to prevent persons in the neighbourhood from being disturbed by noise from equipment on the premises. A certified true copy of that scheme shall be delivered to the Clerkenwell Green Preservation Society not less than fourteen (14) days prior to the opening of the premises for trade and to any resident of EC1 requesting an electronic copy of the same within 7 days of any such request.

The licence holder shall ensure that any extractor fans, any air conditioning units or any other equipment used by, or connected, to the premises shall operate at all times within the maximum permitted noise limits required by the Council or, if lower, by the then current legislation including any subordinate legislation and regulations.

## **Objections based on the four licensing objectives**

### **Public Nuisance**

The application also does not address:

Licensing Policy 18 which states that complaints about noise in Islington have risen substantially over the last 10 years and the considerable expansion of the night-time economy has increased noise within urban settings above the national average

This application would postpone the foot and road traffic associated with clients and their guests leaving the building. And this in a low traffic, heavily residential area. Thus the licence will have a cumulative impact upon residential neighbours for public nuisance through increased volume of people walking, talking, smoking and driving through the area later than typical office leaving hours. There is the added possibility of public nuisance caused by alcohol-related antisocial behaviour and crime.

Specific concerns also include:

Dispersal of a greater number of people with late night alcohol

No policy suggested by the applicant to manage patrons smoking, queuing and/or waiting outside the premises, thus creating a cumulative impact upon noise disturbance and blocking the pavement.

No evidence presented by the applicant that noise will not emanate from the premises

### **Crime and Disorder**

This application does not sufficiently rebut the presumption in Licensing Policy 2, which states applications for new premises in areas such as Clerkenwell are likely to add to the existing cumulative impact and will accordingly normally be refused.

Clerkenwell is an area the Council has recognised as having a high number of licensed premises, which collectively lead to problems related to the licensing objectives. Islington has noted that further licenses could provide disproportionately negative effects for local residents. Specifically it could lead to an increase in crime and disorder, such as disorderly conduct, littering, public urination, violence, noise nuisance, thefts, damage to property and vehicles, obstruction of the public highway and other unlawful activity associated with the consumption of alcohol.

This application also fails to consider Licensing Policy 1, which takes into account (among other matters) the location of the premises and character of the area. This application seeks to license well over 110 covers (huge by comparison for the neighbourhood) serving 7 days a week until 22:30 (which is 90 minutes later than other licensed offices in the area).

The premises are located in Clerkenwell Green at the corner of Clerkenwell Road and extremely close to Turnmill Street and Britton Streets. There are many residential blocks on the same street, across the street (to the north) from residential blocks in Clerkenwell Green, across the street (to the west) from residential blocks on Farringdon Road and around the corner from residential blocks on Turnmill Street and Britton Street

### **Protection of Children from Harm**

This application fails to demonstrate that the grant of the premises licence would not give rise to a negative cumulative impact on the Licensing Objective for the Protection of Children from Harm. It only addresses the possibility of children inside the premises, which should be rejected, and fails to recognise the impact of more post-normal working hours drinkers on the streets.

Licensing Policy 1 notes that the character of the area must also be considered. The aforementioned increase in crime, disorder and antisocial behaviour also further threatens children.

### **Public Safety**

This application fails to demonstrate that the grant of the premises licence would not give rise to a negative cumulative impact on the Licensing Objective for the Protection of Public Safety. This application threatens public safety not only due to the aforementioned increase in crime, disorder, and antisocial behaviour associated with alcohol consumption, but also due to loitering in the street after the licensed hours.

Islington has the second highest density of licensed premises in London and suffers from well above the London average for violent crimes attributable to alcohol. Clerkenwell is already designated as an area of cumulative impact and saturation. This situation should not be further aggravated with an additional licence.

Rep 4

**Fitzsimons, Aiden**

---

**From:** Fitzsimons, Aiden  
**Sent:** 11 May 2015 15:11  
**To:** Gallacher, Simon  
**Subject:** FW: Wallacespace Limited premises licence application

---

**From:** [REDACTED]  
**Sent:** 09 May 2015 22:25  
**To:** Licensing  
**Subject:** Wallacespace Limited premises licence application

(my attempted post of this message failed online for whatever reason)

Dear Sirs,

I note that there is an application for a premises licence for Wallacespace, Basement To Fourth Floor, Klamath House, 18-19 Clerkenwell Green, Islington, London, EC1R 0DP.

My flat directly faces this building on Clerkenwell Road.

My only concern (for which there are no details I have seen on line) is that there is a balcony on the 4th floor which directly looks over my flat. Should this be used for smokers, or the doors left open with music playing from inside (as was the case when they had parties around the Christmas and New Year season last year) it causes not only a noise nuisance, but greatly impacts on my privacy as there is an unobstructed view into every room in my flat.

I don't know how they plan to utilise the licence, but would like to make a very concerned request that the balcony on the 4th floor not be used in connection with the licensing of the premises due to the potential noise and privacy impact it would have on me.

Best regards,





Rep 5

**Fitzsimons, Aiden**

---

**From:** [REDACTED]  
**Sent:** 10 May 2015 18:52  
**To:** Licensing  
**Subject:** Wallacespace, Ground to Fourth Floor, 18-19 Clerkenwell Green

As a local resident (details below), I object to this license application, in order to prevent crime and disorder, and to prevent a public nuisance.

I understand Wallacespaces business model includes offering clients food and alcohol after 5 pm.

But I believe this can be accommodated if alcohol is offered until 19.30 rather than the requested 22.30.

a license to serve alcoholic drinks from 17.00 to 22.30 (5.5 hours) will inevitably result in and encourage excessive drinking. This, in turn, will result in noise and rowdy behavior in a neighbourhood already designated as a Cumulative Impact Area,

I strongly urge that the license limit the sale of alcohol to 17.00–19.30.

Sincerely

[REDACTED]

[REDACTED]

**Licensing Act 2003 representation pro-forma**

Should you wish to comment on the licence application please use this form to help you. Please feel free to attach additional sheets.

You do not have to make any comment, and comments may be made in support of as well as against the application, providing they refer to one or more of the licensing objectives (please see the guidance notes for further advice).

Premises Name and address:

Wallacespace, Ground To Fourth Floor, Klamath House, 18-19 Clerkenwell Green, Islington, London, EC1R 0DP

Your Name:

[Redacted Name]

Interest:

RESIDENT

(E.g. resident, business, TRA Chair, Councillor, solicitor)

Your Address:

[Redacted Address]

Email:

[Redacted Email]

Telephone:

[Redacted Telephone]

Please comment on the licensing objectives below relevant to your concerns or observations, you may also wish to include suggestions how your concerns could be addressed:

Public Nuisance PEOPLE DRINKING AND NO DOUBT SMOKING, OUTSIDE OF PREMISES CAUSING NOISE AND AN IMPEDIMENT TO WALKING ON PAVEMENT. THERE ARE THREE TO FIVE PUBLIC HOUSES/LICENCED RESTAURANTS WITHIN FIFTY TO ONE HUNDRED YARDS OF THE PREMISES, WHICH I THINK IS MORE THAN SUFFICIENT.

<p>Crime and Disorder</p>	<p>COMMERCIAL/LICENSING</p> <p>12 MAY 2015</p> <p>PUBLIC PROTECTION DIVISION</p> <p>27 OFFICE ST, LONDON N1 1XR</p>
---------------------------	---

**Protection of Children from Harm**

**Public Safety**

I wish my identity to be kept anonymous:  Yes  No

We will treat representations as anonymous where there is a genuine reason to do so; if you wish your name and address details to be withheld then please explain the reason:

Copies of this representation will be sent to the applicant, or their agent/solicitor, including name and address details (but other personal contact information such as telephone numbers and email addresses will be removed) unless you have specifically requested anonymity. Copies of this representation will be included in a report that will be available to the public and will be published on the internet; however the published on-line version of the report will have name and address details removed.

Signature: \_\_\_\_\_

Date: 11<sup>th</sup> MAY 2015

**Please ensure name and address details completed above**

Return to:

Licensing Service  
London Borough of Islington  
3<sup>rd</sup> Floor, 222 Upper Street  
London N1 1XR

or send by email to:

[licensing@islington.gov.uk](mailto:licensing@islington.gov.uk)

### Appendix 3

1. The licensee shall ensure that very high standards of management and strong security procedures are in place at the premises. Regular risk assessments shall be carried out.
2. Admission to the venue shall only be given to those attending a meeting for which a prior booking has been made. All persons attending any functions at the venue shall be invited guests of the licensee's clients only.
3. Staff shall be trained as appropriate in respect of relevant licensing law, the implementation of licence conditions, health and safety, first aid, alcohol and drug awareness and conflict management.
4. The consumption of alcohol shall be restricted to those parts of the premises identified on the plan attached to the premises licence (see Appendix 4).
5. The licensee shall ensure that the premises are responsibly managed and supervised at all times to ensure that appropriate steps are taken to promote the four licensing objectives.
6. Any alcohol served shall be for the purpose of a client's business event and will usually be served with a meal, canapés or buffet. Any activities at the premises shall not be alcohol led and alcohol shall only be provided as part of a service to clients for the promotion of the client's business, eg. networking.
7. The licensee shall participate in any current best practice scheme in relation to licensed premises in operation in the Borough.
8. The premises shall not be open to the general public.
9. Attending numbers of persons shall be limited to an amount that may be comfortably seated in the meeting rooms.
10. The licensee shall regularly liaise with, and comply with any reasonable requirements of, the responsible authorities.
11. A log shall be kept of all persons entering the premises.
12. Any incidents of crime and disorder shall be logged and recorded in an incident book.
13. A burglar alarm shall be installed.
14. Toilets shall be checked at least every 2 hours daily and a log kept of the times/dates they are checked.
15. The licensee shall operate a proof of age scheme and display the relevant associated literature. Individuals who appear under 18 years of age shall be asked to produce identification bearing their photograph and date of birth details before being served alcohol.
16. The licensee shall ensure that measures are in place to ensure that their customers do not contribute to problems of anti-social drinking in the street.
17. Alcoholic drinks shall only be served on the premises and shall never be consumed outside the premises at any time.
18. An incident reporting system shall be in place.
19. All exit doors shall be maintained to ensure easy egress from the premises if required.
20. A furniture/soft furnishings shall comply with the relevant fire safety standards.
21. A fire detection and warning system shall be in place along with fire extinguishers.
22. An emergency lighting system shall be in place.
23. Safety signs and notices shall be maintained in place.
24. Floor staff shall conduct regular checks to remove hazardous objects/waste.

25. Staff shall be able to provide the number of an allocated taxi firm as and when required.
26. The DPS and all staff shall be made aware of their responsibilities to themselves, staff and customers in respect of public safety and will continue to take all reasonable steps to ensure the maintenance of all fire and other safety arrangements (including evacuation procedures) and equipment in accordance with the requirements of current installations as marked on the plan submitted with the application.
27. The licensee shall at all times be guided by the fire safety authority and implement any of its requirements in order to ensure that the premises meet current safety standards.
28. An adequate supply of first aid equipment and materials shall be available at the premises at all times.
29. Clear notices shall be displayed around the premises asking customers to leave the premises quietly.
30. Any external smoking area shall be cleared of customers before the end of licensing hours.
31. Managers shall liaise with local neighbours as part of their duties and resolve any reasonable concerns in accordance with their role in community guidelines.
32. Staff shall always be at hand to assist clients and to monitor any possible problems that could possibly give cause to any nuisance.
33. Deliveries shall be conducted during daytime to control noise nuisance.
34. The DPS and all staff shall be made aware of their responsibilities to ensure the prevention of public nuisance in and around the premises.
35. The service of alcohol shall cease 30 minutes before the premises close to provide a "wind down" period. Staff shall be required to take all practical measures to ensure that everyone leaves the premises quietly with due respect to the amenity of local residents.
36. Management shall use the installed CCTV system to monitor behaviour.
37. A contact telephone number for the premises shall be made available for local residents who have any concerns and clearly displayed so that it is visible from outside the premises.
38. The licensee shall ensure that it takes all necessary precautions and takes every step that it feels necessary (including taking advice from the police or any other authority) to promote the prevention of public nuisance.
39. The licensee shall ensure that the area in the vicinity of the premises is kept clean and tidy and shall ensure that any litter outside the premises is cleared. No food or drinks shall be permitted to be taken outside.
40. Refuse from the premises, including bottles, shall be placed outside the premises at times that will minimise the disturbance to nearby properties.
41. The Challenge 25 proof of age policy shall be implemented at the premises.
42. Management and all staff shall be briefed in their responsibilities to ensure customers are 18 years or older. All staff shall be trained to prevent sale or service of alcohol to under 18s and shall be required to ask for proof of age card or other age identification to prevent a sale of alcohol to a minor.
43. The licensee shall regularly monitor staff to ensure that they know how to deal with young people who ask for alcohol and other age restricted products.
44. The licensee and staff shall note any refusal to sell alcohol to a young person in a refusals log. The refusal log shall be checked and signed by the DPS on a regular basis and shall be made available for inspection by the licensing team, police or trading standards officers.
45. All staff shall be vetted to confirm that they have no previous convictions likely to cause the possibility of any crime.

### **Conditions of approval suggested by the Metropolitan Police**

46. CCTV shall be installed, operated and maintained in agreement with the Police. Maintained means that the system will be regularly serviced (at least once a year) and checked every two weeks to ensure that it is storing images correctly and a log kept and signed by a supervisor to this effect. The system will provide identifiable full frontal head and shoulder image of everyone entering the premises and will operate in any light conditions within the premises. The system record in real time, date and time stamped and will operate whilst the premises is open for licensable activities. The recordings will be kept for a minimum of 31 days and copies will be made available to an Authorised officer or a police officer (subject to the Data protection Act 1998) within 24hrs of any request free of charge. There will always be a member of staff on duty who can operate the system, to allow officers to view recordings and if required by a Police Officer, provide a copy of images immediately free of charge to assist in the immediate investigation of offences. If the system malfunctions and will not be operating for longer than one day of business then Police must be informed.
47. Alcohol can only be sold to a pre booked party or event.




 2015 CASLINE Limited  
 0207 051116 © 2015. All rights reserved. 1000551221

**Title : 18 Clerkenwell Green**

Islington Borough Boundary

**Printed by :  
RO RO**

**Printed at :  
13-04-2015**

25 Meters

© 2015 Microsoft Corporation